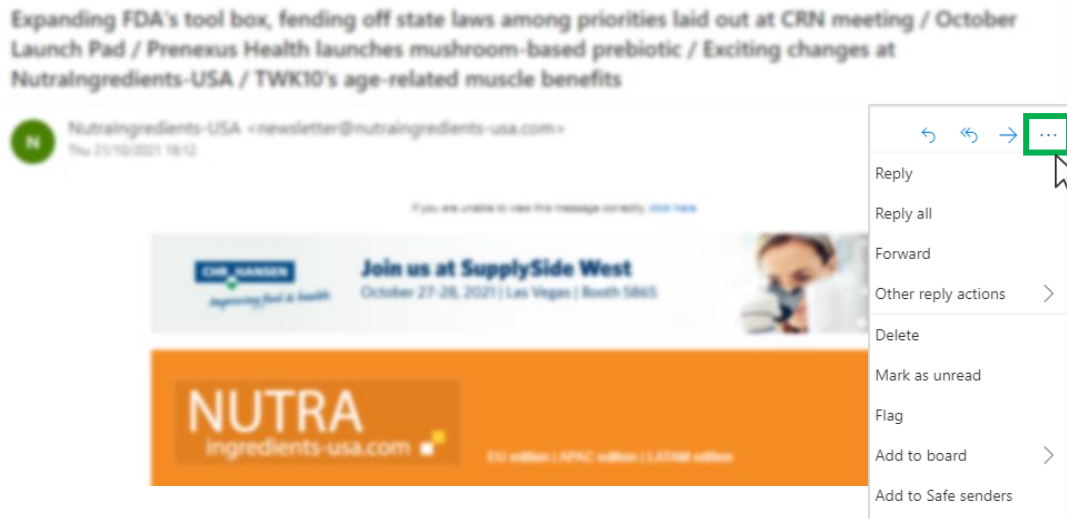




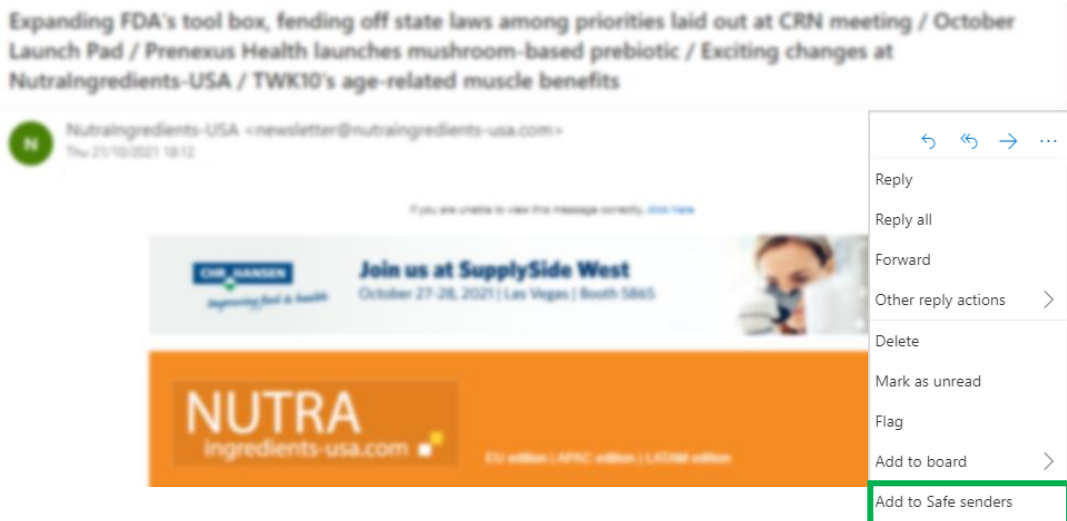
Outlook.com or Windows Live Mail

Method one

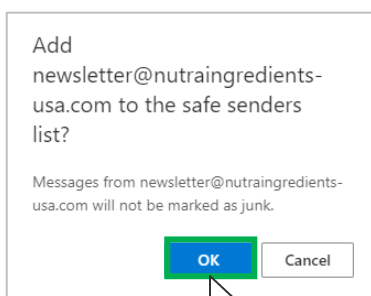
1 Click on the three dots on the right hand side of the email



2 Select 'Add to safe senders'



3 Click 'OK' on pop up

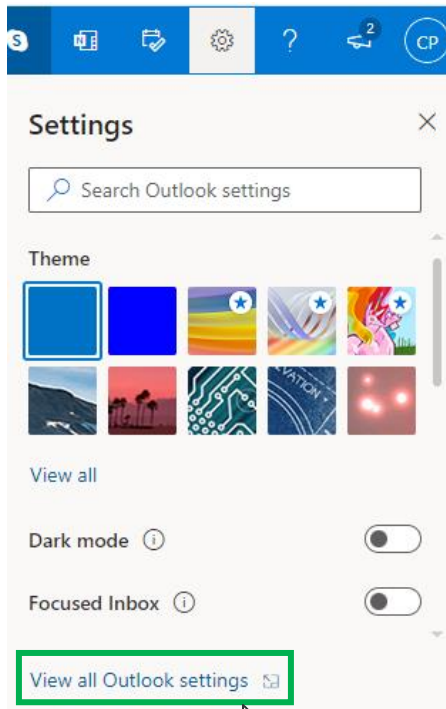




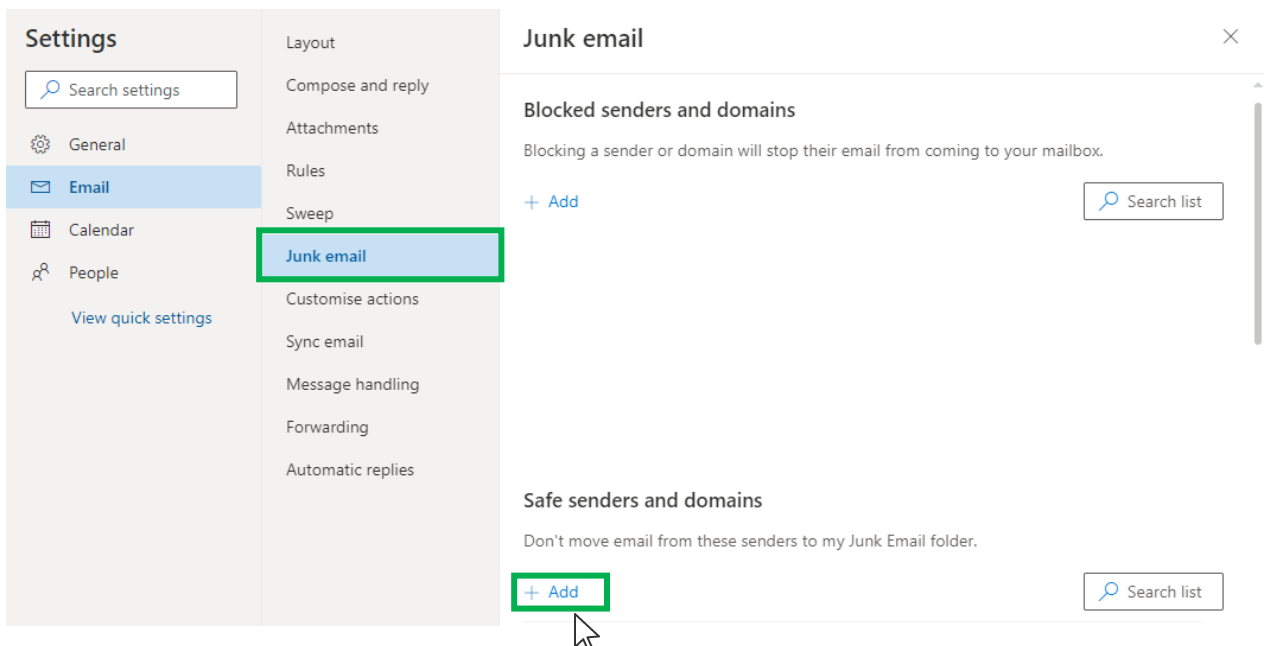
Outlook.com or Windows Live Mail

Method two

- 1 Click on the cog icon (Settings Menu) located on the top right and choose 'View all Outlook Settings'



- 2 On the menu located on the left hand side, select 'Junk email' (under Email) and click +Add under 'Safe senders and domains'





Outlook.com or Windows Live Mail

3

Type '**newsletter@nutraingredients-usa.com**' into the text box and click enter to add us to your safe senders list

The screenshot shows the Outlook settings interface. On the left, the 'Settings' pane is open to 'Email' > 'Junk email'. The 'Safe senders and domains' section is active, displaying the instruction 'Don't move email from these senders to my Junk Email folder.' Below this, there is an '+ Add' button and a search box. The email address 'newsletter@nutraingredients-usa.com' is entered in the search box and is highlighted with a green border. At the bottom right of the settings pane, there are 'Save' and 'Discard' buttons.

4

Press 'Save' at the bottom of the page to complete the process

This screenshot is identical to the previous one, but with a mouse cursor pointing to the 'Save' button at the bottom right of the settings pane, indicating the final step of the process.